

**2008 Power Networking – Contact to Contract**  
Wednesday, February 13, 2008  
Indiana Government Center South – Conference Center

**Schedule**

8:30 a.m. – 10:00 a.m.

Registration - Atrium

***8:30 a.m. – 10:00 a.m.***

***Workshops:***

Executive Branch Lobbying

The Internet Café

Bonding Basics

**10:00 a.m. – 10:55 a.m.**

**MWBE Townhall Meeting - Auditorium**

**11:00 a.m. – 1:00 p.m.**

**Power Networking (A, B, and C)**

1:00 p.m. – 2:00 p.m.

Break – Lunch on your own

***2:00 p.m. – 3:00 p.m.***

***Workshops:***

Doing Business with Procurement

Doing Business with Public Works and INDOT

The Details of the Bonding Process

State Contract Compliance

MBEC Presents...Positioned for Success

\* Please see workshop descriptions below

# Workshops

**8:30 AM – 10:00 AM**

**Bonding Basics:** The presenter will provide information on the basics of the construction bonding process.

**The Internet Café:** This workshop is designed to walk the participant through the process of setting up bidder registration with the State. Certified companies can come and learn how to navigate the procurement website. All can participate and learn about the new active contracts system.

**Executive Branch Lobbying/Ethics Training:** The presenter will provide information on the Executive Branch Lobbying program, as well as an overview of State Ethics policies.

**2:00 PM – 3:00 PM**

**The Details of the Bonding Process:** A step by step guide through the details of securing bonds.

**Doing Business with Procurement:** The Procurement Division will present information about the procurement process including: registering your business to receive email notification of upcoming procurements, an overview of solicitation methods, where to locate solicitation opportunities and how to identify key purchasers for your goods and services.

**Doing Business with Public Works and INDOT:** The presenters will provide information about the purchasing process with their respective agencies (i.e. prequalification requirements).

**MBEC Presents....Positioned for Success:** Minority Business Enterprise Center (MBEC) Consultants will provide their consulting services to assist the participant in positioning their business for strategic growth.

**State Contract Compliance:** Since 2005, many policies and procedures have been developed to ensure that the MWBE program is in compliance with the law. Find out how these changes may impact you and/or your Agency. The Minority and Women's Business Enterprise Division will review the services and regulations relevant to Buyers and Prime Contractors.

# Easy Electronic Registration Directions:

1. Pick your workshops you would like to attend from the list above.
2. Go to the following link: <http://www.in.gov/confreg/>
3. Click on Register for a New Conference.
4. Click on Indiana Department of Administration Minority and Women's Business Enterprises 2008 Power Networking Event. *(This will bring you to the home page for registering for the event.)*
5. Click on **START**.
6. Click on **INDIVIDUAL**. Do not click on pre-payment/Groups. *(This event is free of charge.)*
7. Click on the type of registration for the event. *(Buyers/Agents, Sellers-Certified, or Sellers-Non-Certified)*
8. Continue through the registration process until you get to the **SUMMARY PAGE**.
9. At this point, you should see the workshops you signed up for and hit continue to finish the registration.
10. You will notice the next screen says **MAKE PAYMENT**. This event is totally free of charge. But, you must complete the page including your email address or it will not allow you to finish the registration.
11. You absolutely **MUST** include your email address to receive conference materials.
12. You will come to the Information Verification page. Click on Register.
13. At this point, you will be able to view your registration by clicking on **VIEW REGISTRATION** and print out your own schedule for the day. Print it out and click on finish.
14. You will be registered for the event after this final step. **You will receive all registration materials and other important information via email only.**

**Any questions on registration should be directed to:**

Nicole Hawkins  
317-233-6607 or  
[nhawkins@idoa.in.gov](mailto:nhawkins@idoa.in.gov)



## Committed to Participation